



CITY OF HOUSTON

Job Posting

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Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	OPERATIONS MANAGER
Posting Number	PN# 103157
Department	Public Works & Engineering Department
Division	Public Utilities Division
Section	Operations Support Branch
Reporting Location	611 Walker*
Workdays & Hours	M - F, 8:00 a.m. - 5:00 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages, supervises, coordinates and directs the activities of subordinate supervisors for GIMS (the Public Works GIS) production – update and maintenance of core data. Implements GIS related operations procedures and techniques to improve efficiency. Formulates section’s long-term goals and objectives. Prepares operational reports. Projects effects of new GIS applications on current operations. Reports operating activities to management and makes recommendations improving the efficiency of the operations.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate’s degree in Computer Science, Business Administration, Mathematics or a closely related field such as Geographic Information Systems or in Engineering Drafting.

MINIMUM EXPERIENCE REQUIREMENTS

Seven years of experience in the maintenance and operation of computer or data originating systems or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver’s License and compliance with the City of Houston’s policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with seven years of experience in Geographic Information Systems update and direct experience with GIMS operations.

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass assignment Drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 27

\$ 1,678 - \$ 2,337 Biweekly \$43,628 - \$60,506 Annually

OPENING DATE February 23, 2005

CLOSING DATE March 08, 2005

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources Department TDD Phone Number is (713) 837-9496.

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